

Purpose and Benefits of the Evaluation

1. Identify top performers across the State of Missouri

- Evaluations help us measure performance and recognize top performers
- Evaluations help identify team members that may be ready for a more challenging role

2. Create a deeper, more meaningful development conversation

- The evaluation helps supervisors consider the results, behaviors, and growth mind set of team members. The evaluation also considers the strengths and development areas of team members. This information helps them come to ENGAGE conversations with a big picture view of each person's unique needs
- The strengths and development section serves as a way to thoughtfully track development goals and progress

3. Help team members understand supervisor expectations

- Supervisors share evaluation data with team members twice a year. The data will help team members understand how they are performing. It will help them understand their strengths, and where they may need to further develop

Evaluation Survey Questions

1

“Based on my observations, this person always delivers excellent results in their day-to-day role.”

Question 1 captures the results this person delivers in their role. Is this person's work consistently better than expected? Can you count on this person to do the tough jobs right the first time, every time?

2

“Based on my observations, this person always goes above and beyond their normal job responsibilities.”

Question 2 captures how this person gets results. Does this person always go the extra mile? Is this person a role model to others? Do they get results at the expense of others?

3

“Based on my observations, this person consistently demonstrates a commitment to grow and learn.”

Question 3 captures this person's level of commitment to growth and development. Does this person seek out learning opportunities on their own? Do they look for challenging projects?

4

“Based on my observations, this person is at risk for not meeting the expectations of their role.”

Question 4 serves as a flag for team members who may need more support or coaching to meet the expectations of their role. Is this person consistently late? Are their work products below expectations?

Considerations When Completing an ENGAGE 2.0 Evaluation



Evaluation Survey Questions: Strength & Development Areas

Questions in this section **help you identify important discussion points** about a team member's **unique strengths and development areas** for ENGAGE and REFLECT conversations. If you need to report any ethical violation such as sexual harassment, abuse, or equal opportunity violations, please contact your local HR.

Team member's top 2-3 strengths are....



The **Strengths Section** is a good place to capture concrete areas of strength. Consider things the team member does well or is energized/excited to do or teach others to do



EXAMPLE:

Sara is a standout public speaker. She communicates clearly, reads and adapts to her audience, and is comfortable in front of a crowd.

Team member's 1-2 development areas are....



The **Development Section** captures areas where a team member can improve. Consider things the team member can do better. How can they reach one of their individual development goals or get to the next level of performance



EXAMPLE:

To get to the next level, Sara should focus on improving her project management skills. I'd like to see her attend a project management training. She can get some practice on the job during an upcoming project our team will work on.

Evaluation Rating Scale Examples

1

Question 1
"this person always delivers excellent results"

Rating Scale	Description
1 Strongly Disagree	This person may meet some of their objectives, but overall does not meet the performance expectations of their role. Immediate action is required to improve performance and/or behavior.
2 Disagree	This person may have met some objectives, but has not consistently met all the objectives of the role . Person needs to develop and improve skills, knowledge, or behaviors and attitudes to perform effectively in the role.
3 Neutral	This person delivers the expected results in their day-to-day role. The person demonstrates the behaviors and attitudes expected of the role .
4 Agree	This person consistently delivers better than expected results in their day-to-day role. This person produces greater than expected results for the team. This person consistently demonstrates the behaviors and attitudes expected of their role.
5 Strongly Agree	This person's performance is consistently above and beyond expectations . This person is recognized by others for his/her contributions . This person produces results that positively impact areas outside of the immediate team . This person demonstrates behaviors and attitudes that serve as an example to others .

Evaluation Rating Scale Examples Continued

2

Question 2
“this person always goes above and beyond their normal job”

Rating Scale	Description
1 Strongly Disagree	This person may meet some of their objectives, but overall does not meet the performance expectations of their role. Immediate action is required to improve performance and/or behavior.
2 Disagree	This person may have met some objectives, but has not consistently met all the objectives of the role . Person needs to develop and improve skills, knowledge, or behaviors and attitudes to perform effectively in the role.
3 Neutral	This person delivers the expected results in their day-to-day role. The person demonstrates the behaviors and attitudes expected of the role .
4 Agree	This person consistently delivers better than expected results in their day-to-day role. This person produces greater than expected results for the team. This person consistently demonstrates the behaviors and attitudes expected of their role.
5 Strongly Agree	This person's performance is consistently above and beyond expectations . This person is recognized by others for his/her contributions . This person produces results that positively impact areas outside of the immediate team . This person demonstrates behaviors and attitudes that serve as an example to others .

3

Question 3
“consistently demonstrates a commitment to grow and learn”

Rating Scale	Description
1 Strongly Disagree	This person does not try to grow and learn, even when directed . Immediate action is required to improve performance and/or behavior.
2 Disagree	This person grows and learns, when directed . This person needs to develop and improve skills, knowledge, or behaviors and attitudes to perform effectively in the role.
3 Neutral	This person demonstrates a commitment to grow and learn in their role. The person demonstrates the behaviors and attitudes expected of the role.
4 Agree	This person consistently seeks opportunities to grow and learn individually . This person consistently demonstrates the behaviors and attitudes expected of their role.
5 Strongly Agree	This person consistently seeks opportunities to grow and learn individually and to positively impact others . This person demonstrates behaviors and attitudes that serve as an example to others .